

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification Letter for Business Qualification

Dear [Recipient's Name],

We are pleased to inform you that your application for Business Qualification (BQ) has been successfully processed.

Your BQ number is [BQ Number], which is valid until [Expiration Date].

This qualification affirms that your business meets the required standards and criteria set forth by our organization.

Please ensure that you keep this notification for your records. Should you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention, and congratulations on achieving this qualification!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]